STAFF ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA BELGRADE

Subject: Management Assistant NTE 2 months

External vacancy announcement

Date: 06/10/2013

No. XXX

The U.S. Embassy in Belgrade (Management Section) is seeking a candidate for the following position:

OPEN TO: All interested candidates

POSITION: Management Assistant NTE 2 months;

FSN-08/FP-06 position grade to be confirmed*

OPENING

June 10, 2013

DATE:

CLOSING June 24, 2013

DATE:

WORK HOURS: When Actually Employed (WAE) on an as needed basis

SALARY: *Not-Ordinarily Resident: See the Human Resources Office

for more details. (FP-06 position grade to be confirmed by

Washington).

* Ordinarily Resident: (FSN-08).

LENGTH OF

Fixed-term NTE 2 months

HIRE:

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Under current law, non-Serbian and American citizens, who are not/not U. S. Citizen Eligible Family Members, Eligible Family Members or Members of Household (MOHs) officially recognized by the Ministry of Foreign Affairs, must possess a valid Serbian residence and/or work permit in compliance with host government laws and regulations prior to application. Copies of the permit/s must be sent with the application. Otherwise, the application will be considered incomplete and shall not be taken into consideration. The Embassy cannot sponsor applicants for either permit. Laws regarding residency are subject to change.

All applicants are instructed to address all of the required qualifications including knowledge, skills and abilities as detailed below with specific examples and comprehensive supporting information. Only applications that address the required qualifications are to be considered. Applicants whose experience includes other duties and responsibilities than those required for this position, shall provide a detailed breakdown of duties to define how many hours per day they have spent working in each function in accordance to the position description. Applications that do not provide sufficient detail will not be considered.

BASIC FUNCTION OF THE POSITION

The position serves as an Assistant to the Management Counselor's Assistant with the responsibility for advising, planning, and executing the full range of the management functions, and will provide on-the-job training for the Management Assistant. He/she will assist in managing the Customer Service Center (CSC), which is Mission Belgrade's first place to turn to when in need of assistance and support on a wide range of Management services and procedures. The incumbent will assist in providing background, assessment and advice on a wide range of activities, projects and programs falling under the Management's Section area of responsibilities. Within his/her management areas of responsibility, incumbent will be responsible for drafting, reviewing, updating and promulgating management notices and some policies for Embassy Belgrade based on ongoing operational initiative or Washington mandates. The position also assists with liaison activities with the International School of Belgrade.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

<u>Education</u>: Bachelor's degree (Business Management, Administrative Studies, Social Sciences, or Languages), OR high school and four (4) years experience in business, consulting role, or administration management to substitute for education.

Prior Work Experience: Minimum three (3) years of experience in a responsible management or consulting role, demonstrating the ability to master increasingly difficult projects and taskings. Must demonstrate a positive record of teamwork, team-building, and team-leading. Total of (7) seven years of related work experience is required in case of substituting work experience for education.

Knowledge: Thorough working knowledge of the U.S. Mission structure and how sections and agencies interact. Good working knowledge required of PC software applications including Intranet structure, Internet, other research functions and programs and Serbia's local uses and practices relative to a wide range of services available to the Embassy community. Knowledge of Serbian Government structure including Ministry personnel and procedures (for administrative subjects). Knowledge of American school personnel and procedures. Supervisory or project management experience is required.

Skills and abilities: Must possess excellent managerial skills and interpersonal skills to maintain effective working relationships with colleagues and contacts. Must be able to complete complex reports and/or projects accurately with little or no supervision. Must have good negotiation skills when proposing special agreements between local service providers and the embassy community. The incumbent must have good presentation and organization skills, and be skilled at conflict resolution.

Language proficiency: S-4/R-4/W-4 (fluent) speaking/reading English is required. S-4/R-4/W-4 (fluent) speaking/reading/writing Serbian is required. Good drafting ability in both English and Serbian of complex documents including diplomatic notes and policy documents is required.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- 4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- 6. Successful candidate must be able to obtain an appropriate security clearance required for the position.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

- 1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **OR**
- 2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **OR**
- 3. A current resume or curriculum vitae that provides the <u>same information</u> found on the UAE (see section 3A below for more information); **PLUS**
- 4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- 5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position
- B. Title Position
- C. Grade Vacancy
- D. Announcement Number (if known)
- E. Dates Available for Work First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

Note: DO NOT enclose the original documents to your application, as they will not be returned.

Application language is English.

SUBMIT APPLICATION TO

THE HUMAN RESOURCES OFFICE AMERICAN EMBASSY BELGRADE BULEVAR KNEZA ALEKSADNRA KARADJORDJEVIĆA 92

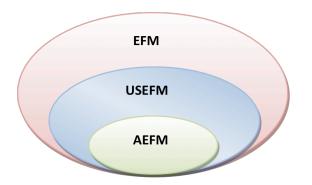
11000 BELGRADE

POINT OF CONTACT Telephone: 706-4000, ext. 4266 or 706-4266

Fax: 706-4005

E-mail: <u>belgradehro@state.gov</u>

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

- **1.** Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
- **2.** <u>US Citizen Eligible Family Member (USEFM):</u> For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - 1. Resides at the sponsoring employee's or uniformed service member's

- post of assignment abroad or at an office of the American Institute in Taiwan; or
- 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
- **3.** <u>Appointment Eligible Family Member (AEFM):</u> EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in <u>3 FAM 1610</u>) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity
- **4.** Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

- **5. Not Ordinarily Resident (NOR)** An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (OR, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP

6. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Closing date for this position: June 24, 2013

The US Mission in Serbia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: AMGT/C: EKonick Drafted: HRO: SCerovic

Cleared: AMGT/C: EKonick - ok

HRO/FMO:BSalverson – ok
HRO:ZMilovanovic - ok
Distribution: All Embassy Employees